

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

Office of Fire and Aviation  
3833 South Development Avenue  
Boise, Idaho 83705

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To: State Directors

From: Director, Office of Fire and Aviation

Subject: Action Items from the Fire and Aviation Spring Operations Meeting

The Fire and Aviation Spring Operations Meeting was held in Boise in March. During the meeting, issues identified by the State Fire Management Officers were discussed and action items identified. A lead, with responsibility for completing the action, and a due date were assigned for each item. A copy of the final is attached.

If you have any comments or questions, please contact Roy Johnson, 208-387-5163, or the appropriate identified lead.

Signed by:  
Ron Dunton  
Acting Director, Office of Fire and Aviation

Authenticated by:  
Pat Lewis  
Supervisory Mgmt. Asst.

1 - Attachment

1 - Spring Operations Meeting Action Items (6 pp.)

## Spring Operations Meeting Action Items

ISSUE	ACTION(S)	LEAD	DUE DATE
Roles, Responsibilities, and Accountability	<ul style="list-style-type: none"> <li>The National Office will develop an implementation plan for the minimum qualification standards. (People to participate will be named.)</li> <li>The standards will be placed in the “Standards for Fire Operations.”</li> <li>The standards will be issued in an Instruction Memorandum.</li> </ul>	Roy Johnson	May 1, 2000
Fire Management: A Growing Program (Is our fire program and the organization changing to meet the new challenges of the fire program, i.e., weeds, wildland/urban, APR, etc.?)	<ul style="list-style-type: none"> <li>A study group will be put together to look at the organization.</li> </ul>	Ron Dunton	May 1, 2000
Committee/Steering Group Management	<ul style="list-style-type: none"> <li>The National Office will describe roles and responsibilities and develop selection criteria and standards of performance for BLM committee/steering group representatives.</li> <li>Operations and Fuels Committee charters will be sent to the SFMO’s for review and any changes they feel should be made.</li> <li>A Delegation of Authority will be done for committee/steering group representatives.</li> <li>A list of committee/steering group representatives will be prepared by the National Office.</li> <li>An announcement will be issued to solicit interest in participation on committees/steering groups.</li> <li>Meeting schedules will be posted on a web site and input received from the field will be provided to BLM representatives.</li> <li>Notes/minutes will be submitted by BLM representatives after each meeting and disseminated to the field. The National Office will post the minutes or link to the minutes for all NWCG sponsored groups and all other designated groups on which BLM participates.</li> <li>A report will be prepared each year for this meeting on the accomplishments of the committees/steering groups.</li> </ul>	Roy Johnson	May 1, 2000
Facilities Out-Year Funding	<ul style="list-style-type: none"> <li>SFMO’s agreed to 3.5% of total for facilities in 2001 to be set aside. States will develop site planning work sheet for identified facilities for 2001 and 2002 and submit to OF&amp;A.</li> </ul>	Paul Hefner	June 1, 2000
Information Technology	<ul style="list-style-type: none"> <li>SFMO’s to look at the proposed charter, discuss before the end of the meeting, and make a decision to approve/disapprove.</li> </ul>	Sheldon Wimmer	May 19, 2000

DFMO Grade Guide	<ul style="list-style-type: none"> <li>Ron will take the lead in putting a study group together to develop Bureau standards for unit complexity based on current and expected program elements. The group will be composed of managers, personnel specialists, and fire professionals at all levels. The group will also recommend standards and criteria for re-evaluation of Districts in the future.</li> <li>The study group recommendations will be forwarded, with concurrence of the Director of Fire and Aviation, to the Field Committee. The Field Committee will be asked to promote the recommendations to the ELT.</li> </ul>	Ron Dunton	June 1, 2000
National Forest Service Hotshot Committee	<ul style="list-style-type: none"> <li>BLM has been asked to participate on the FS National Hotshot Committee. Rick Jensen will represent BLM.</li> <li>Wording in the "Standards for Fire Operations" will be changed to reflect the fact that the Hotshot Guide is a guide, the Red Book is Policy.</li> <li>The Operations Committee is tasked with expanding their role to include helitack and engine crews. Develop charters for helitack and engine group.</li> </ul>	Complete  Complete  Paul Hefner	   May 1, 2000
14-Day Assignments	<ul style="list-style-type: none"> <li>Questions on the 14 day policy from SFMO's and the Operations Committee should be sent to Roy Johnson by April 1. Ron will take the questions to NWCG for their response.</li> <li>Answers will be sent to the field through an Information Bulletin</li> </ul>	SFMO's  Ron Dunton	April 1, 2000  June 1, 2000
SFMO Guidance to FMP	<ul style="list-style-type: none"> <li>SFMO guidance will remain the same.</li> <li>Bill Mitchell will work with the states as needed. He will continue to work with the planning specialists.</li> <li>FMP's will be reviewed annually.</li> </ul>	No Action	
Wildland Firefighter Apprenticeship Program	<ul style="list-style-type: none"> <li>Larry Sutton has been tasked by ELT with putting together a team to analyze the feasibility of BLM conducting its own (JAC) academy.</li> <li>Larry will send out information to the states on what data they need to provide to him for the analysis.</li> <li>The SFMO's accept the current basic and advanced academy as it stands now.</li> <li>Sheldon Wimmer agreed to participate on the analysis team.</li> </ul>	Larry Sutton	November 1, 2000
Internet Sexual Harassment Training	<ul style="list-style-type: none"> <li>Larry Sutton would like feedback from the field on this internet program.</li> </ul>	States	October 1, 2000
Education and Prevention Action Plan	<ul style="list-style-type: none"> <li>The Plan of Action as submitted by Pat Durland was accepted.</li> <li>Pat Durland will contact state office prevention specialists on the meeting planned for May 22 to begin work on education/prevention strategies.</li> </ul>	Pat Durland	May 22, 2000

Technical Fire Management	<ul style="list-style-type: none"> <li>• A pool of final projects will be developed.</li> <li>• If only a few credits are needed, alternate institutions which can provide the needed courses will be considered.</li> <li>• Final projects will be located on the University of Washington web site.</li> </ul>	Larry Sutton	Status Report by November 1, 2000
Mid-Year	<ul style="list-style-type: none"> <li>• SFMO's will meet with Gardner May 24 on mid-year budget.</li> </ul>	No Action	
National Fire Readiness Reviews	<ul style="list-style-type: none"> <li>• The National Office will complete three readiness reviews this year.</li> <li>• Beginning next year, the National Office will review states on a four year cycle (three reviews a year for three years and two reviews the fourth year).</li> <li>• The "Standards for Fire Operations" will be amended to incorporate the above change.</li> </ul>	Paul Hefner	Ongoing reviews  Complete
Fire Conference 2000	<ul style="list-style-type: none"> <li>• Carl Gossard, Melanie Miller and Pat Durland will work with Terry Hueth, representing the SFMO's, on presentations for the conference.</li> </ul>	Carl Gossard	Draft, May 1, 2000
Update on IOS Working Team	<ul style="list-style-type: none"> <li>• SFMO's need to provide input to Tom Boatner, IOSWT representative, on the issues the IOSWT is dealing with: Crew typing and short and long Type I and II teams</li> </ul>	States	May 1, 2000

Operations Committee Report			
Breathing Apparatus	<ul style="list-style-type: none"> <li>The Operations Committee will develop a white paper dealing with this issue and make some recommendations. The Safety and Health Manager at the Fire Center will participate in the development of the paper.</li> <li>Wording will be placed in the “Standards for Fire Operations” to deal with the use of face and neck shrouds.</li> <li>The Operations Committee put a task group together to address this issue. Their first meeting is scheduled for next month.</li> <li>If approval is given by the line officer or his representative, drivers may operate beyond the current 10 hours in 16 policy. The Line Officer should be aware this is a deviation from policy. The “Standards for Fire Operations” will be amended and language on the extension of the driving limitation added.</li> <li>Larry Sutton is working with other agencies to see what they are doing with leadership training. Tom Boatner will be tasked to work with Larry on this project. (This issue is a priority for the Operations Committee.) Develop white paper identifying 1) leadership positions and required leadership skills and 2) training strategy.</li> <li>Recommend posting investigative reports on a web site as well as e-mailing them to all Incident Commanders.</li> <li>Work is in progress and a final should be ready by May 1.</li> </ul>	Rick Jensen	Nov. 1, 2000
Face and Neck Shrouds		Rick Jensen	Complete
Strategic Preparedness		Paul Hefner	June 1, 2000
Driving Limitations		Paul Hefner	Complete
Leadership Training		1) Tom Boatner 2) Larry Sutton	Nov. 1, 2000 Nov. 1, 2000
Investigation Reports		Roy Johnson	June 1, 2000
“Lights and Sirens” Policy and Training		Paul Hefner	June 1, 2000
Incident Business Practices Handbook	<ul style="list-style-type: none"> <li>The handbooks should be ready in May. Ed Lewis will contact each SFMO to see how many copies are needed in their state.</li> </ul>	Ed Lewis	April 15, 2000
Prescribed Fire: update workload and budget projections	<ul style="list-style-type: none"> <li>An IM will be issued requesting input from each state.</li> </ul>	Al Carriere	August 1, 2000
Prescribed Fire/Fuels Committee	<ul style="list-style-type: none"> <li>The BLM prescribed fire/fuels committee will be tasked to develop a draft program of work based on prescribed fire/fuels strategy and out-year projects (2001-2003) to include: workforce, targets, budget directives, planning/operations.</li> <li>The prescribed fire/fuels committee will be tasked with developing objectives for the prescribed fire program. Resources will be involved.</li> </ul>	Phil Range	May 30, 2000
Prescribed Fire Program Reviews	<ul style="list-style-type: none"> <li>An in-depth review of the prescribed fire program in each state will be scheduled; all reviews will be completed within the next four years.</li> </ul>	Al Carriere	Ongoing Schedule, 6/1/00

Radio Replacement	<ul style="list-style-type: none"> <li>John Gebhard will determine the number of radios needed based on the states' Fire Management Plans. This information will be sent to each SFMO.</li> </ul>	John Gebhard	May 20, 2000
Safety Concerns with Aerial and Ground Ignition	<ul style="list-style-type: none"> <li>The Forest Service is to have requested a waiver. Ken Morin will find out where they are with their request and get this information to Paul Naman to request a waiver from DOT.</li> <li>The National Office will issue a memo defining the issue related to ignition equipment and fuel and interim guidance on the use and future purchase of equipment.</li> </ul>	Rick Jensen	May 1, 2000
Medical Standards	<ul style="list-style-type: none"> <li>The new medical standards will be disseminated to the field with the understanding they will be implemented in 2002. 2001 will be a testing and evaluation period.</li> </ul>	Roy Johnson	May 1, 2000

BIN items:

- Develop plan for workforce, i.e., recruitment, training, retention, etc.
- The Operations Committee will work with Larry Sutton to identify potential "other" applications for distance learning.
- Need to share information about the fire program with Jay in the WO as a conduit into resource management and the director's meetings.
- Does the National Office continue on second cycle reviews as they have done on first cycle?

Ron Dunton/Roy Johnson